

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Analyst's Report to Commissioners, Consumers' Utility Council, and company
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed to project companies' regression

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 5 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
		<i>Theresa M. Mullen</i>	3-26-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	Date
		Secretary of State/Designee	Date
		<i>Carroll Hart</i>	4-5-82
		Attorney General/Designee	Date
		<i>[Signature]</i>	4-15-82

BRIEF DESCRIPTION OF ANALYSIS OF ANNUAL REPORTS:

Each annual report is analyzed and a summary distributed to the Commissioners, the Financial Analysis Staff, Consumer's Counsel and the Company. The analysis includes computation of rates of return on equity for the period of the annual report; rate of return on rate base; rate of return on total capital structure; various financial ratios and data per average main station. Comparisons are made between the current data submitted by each company and the averages of all telephone companies in the State. Finally comparisons are made of the data submitted by each company to the national averages of REA companies. Georgia companies are ranked in descending order for comparison, and first standards of deviation are determined to show companies that are in extreme variance from the mean.

(A sample of the current summary report being used is attached.)